

s.19(1)



Government of
Canada

Gouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-301-9709
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du Bureau comptable
19138

Requisition No. - Demande
Ord. Off. - Bur. deman. Yr. - An. Ser. No. - N° de série
19138 15 8960

Page 1 of 8

Destination
EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: LUCIE FRENETTE (613-946-3830)
9031-275 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Charge de l'inspection

Consignee at destination unless specified herein: Destinataire au point de destination sauf si indiqué ci-dess.

Direct inquiries to: Adresser toutes demandes de renseignements à:
COCONETU TRAIAN
613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise y compris. La taxe sur les produits et services (TPS) est incluse dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box:

1913858960

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, sous les connaissements et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:
Factures - Remettre et envoyer l'original et deux copies à :

EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: LUCIE FRENETTE (613-946-3830)
9031-275 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Amendment No. - No. de modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Schedule No. E60ZN-15TSSB/059/ZN between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZN-15TSSB/059/ZN sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /val Limit Taux/val limite	GST% %TPS	GST Total Total TPS	Total
	The following clauses and conditions apply to and form part of this contract: All clauses and conditions from the TSPS - Solutions Based Supply Arrangement Number E60ZN-15TSSB/059/ZN. The following clauses and conditions from the bid solicitation RFP 1000018960 entitled "Evaluation of the Aboriginal Justice Strategy (AJS)":								
Solicitation clause - L'invitation à soumissionner prendra la:	A1 - A	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out hereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.			State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.				
On - Le		Le fournisseur offre et convient de vendre au Ministre, aux conditions énoncées dans les présentes et dont les documents ci-joints, les biens ou services, ou les fournitures énumérés seront considérés comme des offres de vente.			F.O.B. Point - Point F.A.B. Destination				
Name and address of Vendor - Nom et adresse du fournisseur	GOSS GILROY INC. MANAGEMENT CONSULTING 150 METCALFE ST UNIT 900 OTTAWA ON K2P 1P1 CANADA Phone: 613-230-5577	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)			Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles. TR# 1000018960 signed by J.C.				
		Signature Date 17 Nov. '15 Telephone No. - N° de téléphone			Total Estimated Cost Coût global estimatif \$156,156.78				
Vendor No. - No du Fournisseur	107204	Fax No. - No. de Téléphone			The Vendor hereby accepts/accepts this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.				
JHS 8209-11 (07/2006)		<input type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes. <input type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.			<input checked="" type="checkbox"/> Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.				

000001



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vol. Limit Taux/Vol. limite	GST %TPS	GST Total Total TPS	Total
1.	Statement of Work The Contractor must perform the Work in accordance with the Statement of Work at Annex A. 2. Standard Clauses and Conditions All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada. 2.1 General Conditions 2035 (2015-07-03) General Conditions - Higher Complexity - Services, apply to and form part of the Contract. 2.2 Supplemental General Conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract. 2.3 Inspection and Acceptance The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment. 3. Security Requirements 3.1 At the date of bid closing, the following security requirements (SRCL and related clauses) apply and form part of the Contract. SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6 1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).								

JUS 6290-11 (07/2008)

Requisition No. - Désignation
Ord. On - Sur - donnen Yr - Ann. Ser. No - N° de série
19138 15 8960

Page 2 of 8



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Price /Vol. Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total
	<p>2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH* hold a valid RELIABILITY STATUS, granted or approved by CISC/PWGSC.</p> <p>3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.</p> <p>4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.</p> <p>5. The Contractor/Officer must comply with the provisions of the: a. Security Requirements Check List attached at Annex C; b. Industrial Security Manual (Latest Edition).</p> <p>3.2 Additional information regarding Security Requirements</p> <p>The Project manager MUST at the date of bid closing hold a valid personnel security screening at the level of SECRET as required, granted or approved by CISC/PWGSC. The Project manager could be a senior team member.</p> <p>All the other members of the proposed team involved in the review, collection, coding, analysis and reporting MUST at the date of bid closing hold a valid personnel security screening at the level of RELIABILITY STATUS, as required, granted or approved by CISC/PWGSC.</p> <p>4. Term of Contract</p> <p>4.1 Period of the Contract</p> <p>The period of the Contract is from date of Contract award to October 31, 2016 inclusive.</p> <p>4.3 Termination on Thirty Days Notice</p> <p>4.3.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.</p> <p>4.3.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.</p> <p>5. Authorities</p>								

JUS 9200-11 (07/2006)

Requisition No. - Demande
Ord. Off. - Bur. demand. Yr. - An. Ser. No. - N° de série
19138 15 8960

Page 3 of 8

s.19(1)



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignes Code Code consigné	No. of Days N° de jours	Fee/Val. Limit Taux/val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>5.1 Contracting Authority</p> <p>The Contracting Authority for the Contract is: Traian Coconetu Senior Contracting and Materiel Officer Department of Justice Canada 284 Wellington Street, Suite EMB 1251 Ottawa, ON K1A 0H8 Telephone: 613-301-9709 E-mail address: Traian.Coconetu@justice.gc.ca</p> <p>The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.</p> <p>5.2 Technical Authority</p> <p>The Technical Authority for the Contract is:</p> <p>Name: Lisa Drohan Title: Evaluation Manager Organization: Justice Canada, Evaluation Division Address: 275 Sparks Street, Suite 9044 Ottawa, Ontario, K1A 0H8 Telephone: 613 907 3754 E-mail: lisa.drohan@justice.gc.ca.</p> <p>The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.</p> <p>5.3 Contractor's Representative</p> <p>Name: [REDACTED] Title: Managing Partner Address: 150 Metcalfe Street, Suite 900, Ottawa, Ontario, K2P 1P1 Telephone: (613) 230-5577 E-mail: [REDACTED]</p> <p>6. Proactive Disclosure of Contracts with Former Public Servants</p> <p>By providing information on its status, with respect to being a</p>								
JUS 9200-11 (07/2008)		<p>Req. / Dem. - Demande</p> <p>Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série</p> <p>19138 15 8960</p>		Page 4 of 8					



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignor Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.</p> <p>7. Payment</p> <p>7.1 Basis of Payment - Firm Price</p> <p>For the Work described in Annex A - Statement of Work:</p> <p>In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$124,917.50. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.</p> <p>Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.</p> <p>Please see Annex B - Basis of Payment for the Schedule of Milestones.</p> <p>7.3 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only</p> <p>For the requirements relative to travel described in Annex A of the Statement of Work</p> <p>The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive ; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees", to a limitation of expenditure of \$ 15,000.00. Customs duty are included and Applicable Taxes are extra."</p> <p>All travel must have the prior authorization of the Technical Authority.</p> <p>The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.</p>								

JUS 9290-11 (07/2006)

Requestion No. - Demande
Ord. Diff. - Sur. demand. Yr. - An. Ser. No. - N° de série
19138 15 8960

Page 5 of 8



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vol. Limit Frais/Vol. limite	GST% %TPS	GST Total Total TPS	Total
	<p>Canada will not accept any travel and living expenses for:</p> <p>a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: http://laws.justice.gc.ca/eng/acts/N-4/ ;</p> <p>b) Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the firm lot price for professional fees specified above.</p> <p>7.4 Method of Payment</p> <p>7.4.1 Milestone Payments</p> <p>Canada will make milestone payments in accordance with the Schedule of Milestones outlined in Annex B - Basis of Payment and the payment provisions of the Contract if:</p> <p>a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;</p> <p>b) all such documents have been verified by Canada;</p> <p>c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.</p> <p>7.4.2 Payment by Direct Deposit</p> <p>Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2015-07-03) forming part of this Contract.</p> <p>To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at http://www.justice.gc.ca/eng/contact/enrol-inscri.html.</p> <p>It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services () forming part of this Contract will not apply, until the Contractor</p>								
JUS 9260-11 (07/2006)				Requisition No. - Discrende			Page	6	of 8
				Ord. Off - Bur. deman.	Yr. - An.	Ser. No. - N° de série			
				19138	15	8960			



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Est. /Est. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>corrects the matter.</p> <p>8. Invoicing Instructions</p> <p>1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.</p> <p>2 Invoices must be distributed as follows:</p> <p>The original and one (1) copy must be forwarded to the address mentioned on page one (1) of the Contract for certification and payment.</p> <p>9. Certifications</p> <p>9.1 Compliance</p> <p>The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.</p> <p>10. Applicable Laws</p> <p>The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.</p> <p>11. Priority of Documents</p> <p>If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.</p> <p>(a) the Articles of Agreement; (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information; (c) the general conditions 2035 (2015-07-03) General Conditions - Higher Complexity - Services;</p>								
JUS 9260-11 (07/2006)		Requisition No. - Demande			Page 7 of 8				
		Ord. Off. - Bur. demand. Yr. - An. Ser. No. - N° de série			19138 15 8960				

s.20(1)(c)

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
Item Article	Description	From - De Y-M-D-J	To - A Y-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vol. Limit Taux/Vol. limite	GST% NTPS	GST Total Total TPS	Total
	(d) Annex A - Statement of Work; (e) Appendix 1 to Annex A - Evaluation Strategy of Aboriginal Justice Strategy (f) Annex B - Basis of Payment; (g) Annex C - Security Requirements Check List; (h) Annex D - Recipient Electronic Payment Registration Request Form; (i) the Contractor's bid dated October 15, 2015. 12. Applicable Documents (See attached) The following documents from the bid solicitation RFP 1000018960 entitled 'Evaluation of the Aboriginal Justice Strategy (AJS)' apply to and form part of this contract: Annex A - Statement of Work; Appendix 1 to Annex A - Evaluation Strategy of Aboriginal Justice Strategy; Annex B - Basis of Payment; Annex C - Security Requirements Check List; Annex D - Recipient Electronic Payment Registration Request.								
00010	Eval. of Aboriginal Justice Strategy-AJS	2015.11.13	2016.10.31	19138			13%	16,239.28	141,156.78
00020	Travel for AJS Evaluation	2015.11.13	2016.10.31	19138				0.00	15,000.00
	Financial Codes Code financier 0130-18044-15-500300-3704 -4010 0130-18044-15-500300-1528 -4010 The currency of this P.O. is - La devise de ce bon est : CAD	Amount Montant 124,917.50 15,000.00							

JUS 9206-11 (07/2005)

Requestion No. - Demande		
Ord. Off - Sur. deman.	Yr. - An.	Ser. No - N° de série
19138	15	8960

Page	8	of	8
		de	

000008

ANNEX A – STATEMENT OF WORK

1. TITLE

Evaluation of the Aboriginal Justice Strategy (AJS)

2. OBJECTIVE

The Department of Justice Canada requires services from one Contractor to conduct an evaluation of the Aboriginal Justice Strategy (AJS) in a manner that fully meets the requirements of the 2009 Treasury Board *Policy on Evaluation*. This evaluation will assess AJS relevance, implementation and performance.

3. BACKGROUND

3.1 Aboriginal Justice Strategy

The Aboriginal Justice Strategy (AJS) is a federally-led Department of Justice Canada initiative, delivered in partnership with Canada's provincial and territorial governments and Aboriginal communities. Created in 1991 as part of a broader federal Aboriginal crime strategy, the AJS has allocated over \$150 million towards community-based programs which aim to help address the disproportionately high rates of victimization, crime and incarceration experienced by Aboriginal people. The AJS has been renewed seven times, 1996, 2002, 2007 (with enhanced funding), 2012, 2013, 2014 and most recently with Minister MacKay's announcement of an additional \$11.1 million in funding for the AJS for fiscal year 2016-17.

During the 2014-2015 fiscal year, approximately 275 community-based programs provided services to approximately 800 urban, rural, and Northern communities both on- and off-reserve across Canada, along with 30 capacity-building and training projects which reached over 150 communities.

The objectives of the AJS are:

- to contribute to a decrease in the rate of victimization, crime and incarceration among Aboriginal people in communities operating AJS programs;
- to assist Aboriginal people to assume greater responsibility for the administration of justice in their communities;
- to provide better and more timely information about community justice programs funded by the AJS; and
- to reflect and include Aboriginal values within the justice system.

The AJS is aligned with the commitment expressed in the October 2013 Speech from the Throne to "continue to work in partnership with Aboriginal peoples to create healthy, prosperous, self-sufficient communities" (Government of Canada, *Seizing Canada's Moment: Prosperity and Opportunity in an Uncertain World*, 2013).

Through grant and contribution funding, the Department of Justice supports the development and delivery of justice services that are sensitive and reflective of Aboriginal culture and allows flexible delivery of justice services for persons living in the territories. The Department of Justice collaborates with the provinces and territories in developing community capacity to assist Aboriginal people and Northern residents in navigating the mainstream justice system, and in providing culturally relevant justice alternatives.

4. REFERENCE DOCUMENTS

Appendix 1 to Annex A: *Evaluation Strategy of Aboriginal Justice Strategy*.

5. REQUIREMENT DESCRIPTION

5.1 Scope

The Contractor will be expected to implement the Strategy's evaluation plan (appended to this RFP as Appendix 1 to Annex A - *Evaluation Strategy of the Aboriginal Justice Strategy*) that identifies appropriate methodologies and approaches that will support the assessment of the core evaluation issues - relevance and performance of the Program - as outlined in the 2009 Treasury Board Secretariat *Directive on the Evaluation Function*. (See for example: <http://www.tbs->

sct.gc.ca/pol/doc-eng.aspx?id=16681). The Evaluation will cover fiscal years 2012-13 to 2016-17. The last evaluation of the Initiative was in 2011.

The *Treasury Board Policy on Evaluation* identifies five issues to guide federal program evaluations:

- Issue 1: **Continued need for program:** Assessment of the extent to which the program continues to address a demonstrable need and is responsive to the needs of Canadians.
- Issue 2: **Alignment with government priorities:** Assessment of the linkages among program objectives and (i) federal government priorities and (ii) departmental strategic outcomes.
- Issue 3: **Alignment with federal roles and responsibilities:** Assessment of the role and responsibilities of the federal government in delivering the program.
- Issue 4: **Achievement of expected outcomes:** Assessment of progress toward expected outcomes (including immediate, intermediate and ultimate outcomes) with reference to performance targets and program reach, program design, including the linkage and contribution of outputs to outcomes.
- Issue 5: **Demonstration of efficiency and economy:** Assessment of resource utilization in relation to the production of outputs and progress toward expected outcomes.¹

5.2 Tasks / Detailed Services

This project will be managed by the Justice Evaluation Division, in collaboration with the Evaluation Working Group, consisting of federal provincial and territorial representatives of the AJS and the Evaluation Division.

The Contractor will undertake the following tasks/activities:

a) Initial Meeting

Within one week of the contract award, the Contractor will meet with the Technical Authority and members of the Evaluation Working Group to discuss the project requirements and expectations, refine timelines (if required), confirm roles and responsibilities, and any changes required to the Initial Work Plan submitted with the Contractor's proposal. The meeting will take place in Ottawa or by conference call.

b) Preliminary Document and File Review

The Contractor will review selected key background documents and files to become familiar with the work of the Strategy and the potential sources of information available to support the evaluation. The Technical Authority, with the support of the Evaluation Working Group, will identify and provide the required documents to the Contractor.

c) Detailed Work Plan

Based on feedback provided by the Technical Authority, the Contractor will revise the Initial Work Plan included in the proposal. The Work Plan will include roles, time/effort and cost breakdowns for each member of the project team, project timelines and dates to provide the project deliverables, and an outline of specific tasks required to successfully complete the project. The Work Plan must include the approach to project management, client liaison and quality control (back-up of the Contractor's team leader or senior resource).

d) Evaluation Methodology Report

The Contractor will prepare and submit a draft methodology report that encompasses the matrix of evaluation questions, indicators, data sources and methods identified in the Evaluation Strategy (Appendix 1). In consultation with the Technical Authority and the Evaluation Working Group, the Contractor will also prepare data collection instruments for the survey, interviews, case studies, and a list of documents and files to be reviewed. The draft methodology report will be reviewed by the Technical Authority and the Evaluation Working Group. The Contractor will revise the draft methodology report

¹ Treasury Board Secretariat (2010). *Supporting Effective Evaluations: A Guide to Developing Performance Measurement*. Online: <http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmr07-eng.asp>

based on comments provided by the Technical Authority and the Evaluation Working Group and submit the final methodology report.

f) Implement the Data Collection Phase

The Contractor will test and revise, where necessary, the data collection instruments. The Contractor will subsequently conduct the data collection as outlined in the approved and accepted Detailed Work Plan and Final Evaluation Methodology Report. The Contractor will regularly communicate with the Technical Authority during the data collection phase regarding the status of data collection and any challenges experienced by the Contractor.

g) Develop Results Matrix Report

The Contractor will develop a Results Matrix Report that clearly demonstrates the linkages between the evaluation questions, indicators, methods, data source and the corresponding results and conclusions for each evaluation question.

h) Present Preliminary Results

The Contractor will prepare a PowerPoint presentation that synthesizes collected evidence into preliminary results and conclusions based on the Results Matrix Report and identify, if necessary, remaining information gaps and possible remedies. The presentation will be made to the Technical Authority and Evaluation Working Group.

i) Prepare Draft Evaluation Report

The Contractor will prepare the draft evaluation report that synthesizes the results and clearly demonstrates the relationship between the conclusions and the various lines of evidence. This report should not exceed 50 pages in length and must meet the requirements set out in the Treasury Board of Canada Secretariat *Policy on Evaluation* (see for example <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15024>) and related instruments (*Directive on the Evaluation Function* and *Standard on Evaluation for the Government of Canada*). The report will be reviewed by the Technical Authority and Evaluation Working Group.

j) Prepare Final Evaluation Report

The Contractor will prepare the final draft of the report and incorporate, to the extent possible, the comments from all reviewers as collated and synthesized by the Technical Authority.

k) Submit all data and working papers that are related to this Contract to the Department of Justice.

The Contractor will provide electronic and hard copies of all project files and notes to the Technical Authority, including interview and case study notes.

5.3 Methodological Approach

This study will require the triangulation of multiple lines of evidence. It is anticipated that the Contractor will use the methods outlined in the Evaluation Strategy of the Strategy, which include the following:

AJS Document Review and Analysis

The administrative file and document review focus on key reports that can assist the evaluators in understanding the contextual, management and operational framework for the AJS and in answering the evaluation issues and questions. In conducting the document review, the Contractor will also conduct a literature review related to the Strategy and Aboriginal issues. It is expected that information gathered through this method will also support the analysis of efficiency and economy.

Police and Crown Survey

The Contractor will conduct a survey of police, RCMP members and crown counsel nationwide that work with the communities delivering a community-based programs. The survey will assess their level of awareness of the AJS, access to community-based programs, need and effectiveness of the Strategy.

Key Informant Interviews

s.19(1)

Key informant interviews will include Aboriginal Justice Directorate and other Justice Canada staff, AJS program staff and stakeholders, Provincial and Territorial representatives and members of the Federal, Provincial and Territorial working group and community leaders. It is anticipated that approximately 30 to 40 key informants will be interviewed.

Case Studies

The Contractor will conduct six to eight case studies and include a geographic diverse selection of community-based programs. The case studies will provide information as to the relevance, impacts, lessons learned and promising/emerging practices of the AJS.

Community trends

The Contractor will undertake a trend analysis between communities with AJS programs and similar communities without justice related programs. In addition, the Contractor will carry out an in-depth study of three communities including a community with well-established AJS program, a community with a newly established AJS program and a community without an AJS program.

5.4 Deliverables, timelines and acceptance criteria

The Contractor must provide the following deliverables to the Technical Authority in English. The Technical Authority will review each deliverable and indicate via email both approval and acceptance of the deliverable or the need for Contractor revisions to the deliverable. Only once Technical Authority written approval and acceptance is received can the Contractor proceed with subsequent work.

Deliverable 1: Detailed Work Plan

A detailed work plan that includes the role, time and cost breakdown for each member of the project team, project timelines and milestones dates to provide the project deliverables, the approach to project management, client liaison and quality control.

Due date: within 2 weeks after contract award

Deliverable 2: Methodology Report

A Methodology Report that provides the following:

- I. The matrix of questions, indicators, data sources and data collection methods, its constraints and mitigation strategies, analyses tools and designs, and reporting.
- II. The list of documents and files that will be included in the document review;
- III. A final Methodology Report revised in accordance with the Evaluation Working Group's comments and deemed acceptable by the Technical Authority.

Due date: within 5 weeks after contract award

Deliverable 3: Results Matrix Report

A Results Matrix Report that summarizes the results and conclusions for each evaluation question by indicator, method and data source.

Due date: within six (6) months of the contract award.

Deliverable 4: PowerPoint Presentation

A Power Point Presentation that provides a synthesis of the findings of the evaluation to the Evaluation Working Group.

Due date: within seven (7) months of the contract award.

Deliverable 5: A draft Evaluation Report

A draft evaluation report that synthesizes the results of the various lines of evidence. This report should not exceed 50 pages in length and must meet Treasury Board Evaluation Policy standards (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15688§ion=text>).

Due date: within eight (8) months of the contract award.

Deliverable 6: Final Evaluation Report

The Final Evaluation Report revised in accordance with the Evaluation Working Group's comments and deemed acceptable by the Technical Authority.

Due date: No later than June, 2016.

Deliverable 7: Electronic and hard copies of all project files and notes, including interview notes and survey data.

Due date: No later than October 30, 2016.

All deliverables are to be provided in English in MS Word or when specified in MS Power Point.

5.5 LANGUAGE REQUIREMENTS

The Department of Justice has an obligation to respect the spirit and letter of the *Official Languages Act*. It is therefore imperative that the Contractor ensures that all verbal and written communications are provided in the preferred official language of all participants in the evaluation.

At least one (1) senior member of the Contractor's Project Team must be fluently bilingual (English and French), that is, being able to communicate verbally and in writing in both official languages at or above the proficiency levels stated below. This is essential to ensure that it is possible to review all documents and to interview all key stakeholders.

Oral Proficiency:

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references. May have some difficulty with some dialects and slang.

Reading Proficiency:

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to read fluently and accurately all styles and forms of the language in any subject as well as those pertinent to professional needs. Understands all sociolinguistic and cultural references. Can follow unpredictable turns of thought readily in editorial, conjectural, and literary texts, as well as in materials in own special field, including official documents and correspondence. Recognizes all professionally relevant vocabulary known to the educated non-professional native reader. Speed and accuracy is often nearly that of a well-educated native reader.

Written Proficiency:

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to write the language precisely and accurately in a variety of prose pertinent to social issues and professional needs. Errors of grammar, syntax, punctuation and vocabulary are rare. Writing is consistently and explicitly organized with appropriate connectors and discourse devices (ellipsis, parallelisms, subordinates).

Reference: http://www.international.gc.ca/ifait-iaeci/test_levels-niveaux.aspx?lang=eng

5.6 Team's Composition

At least one (1) member of the Bidder's project team must be Aboriginal. The Bidder must involve an Aboriginal person(s) in data collection activities involving Aboriginal people (e.g., case studies).

At least one (1) member of the Bidder's project team must be a senior member. A senior team members are defined as individuals with a minimum of 10 years of experience in conducting evaluations. The senior team member could be the Project manager.

5.7 Travel

The Contractor will conduct face-to-face or telephone interviews with the key informants. The Contractor will be required to attend the two in-person meetings identified below. Subsequent meetings, if needed, can be conducted either by videoconference or conference call.

Long distance travel within Canada will be required for the project. The Contractor will be asked to travel to approximately 7 jurisdictions in order to conduct case studies and undertake data collection. Authorized reasonable and proper travel and living expenses incurred in the performance of the work will be reimbursed as per Annex B – Basis of Payment.

If the Contractor's place of business is located outside of the National Capital Region (NCR) authorized reasonable and proper travel and living expenses incurred in the performance of the work will be reimbursed as per Annex B – Basis of Payment.

5.8 Meetings

The Contractor will be required to attend meetings with the Technical Authority throughout the duration of the contract. The Contractor will be required to send at least one senior member of the Contractor's project team to two (2) in-person meetings in Ottawa: (1) the initial meeting with the evaluation working group; and, (2) the meeting to deliver the preliminary results in the PowerPoint presentation. All other meetings can be conducted either in-person or by conference call. The actual frequency, purpose and location of meetings will be determined at the outset of the project between the Technical Authority and the Contractor.

ANNEX B – BASIS OF PAYMENT

FIRM PRICE:

The Contractor will be paid in accordance with the Schedule of Milestones table below.

SCHEDULE OF MILESTONES	DUE DATE	FIRM PRICE
Milestone 1 (10% of Sub-Total): Deliverable 1 - Detailed Work Plan	Within two (2) weeks after contract award.	\$ 12,491.75
Milestone 2 (25% of Sub-Total): Deliverable 2 - Draft and Final Methodology Report	Within five (5) weeks after contract award for the methodology report.	\$ 31,229.38
Milestone 3 (25% of Sub-Total): Deliverable 3 and 4 Results Matrix Report and Power Point Presentation	Within six (6) months of the contract award for Deliverable 3. Within seven (7) months of the contract award for Deliverable 4.	\$ 31,229.38
Milestone 4 (20% of Sub-Total): Deliverable 5 - Draft Evaluation Report	Within eight (8) months of the contract award.	\$ 24,983.50
Milestone 5 (20% of Sub-Total): Deliverable 6 and 7 - Final Evaluation Report & Project files	No later than June 30, 2016 for Deliverable 6. No later than September 30, 2016 for Deliverable 7.	\$ 24,983.50
SUB-TOTAL (excluding taxes)		\$ 124,917.50
TAXES		\$ 16,239.28
AUTHORIZED TRAVEL		Up to \$ 15,000.00
TOTAL COST		\$ 156,156.78

* Percentage of the sub-total of the contract, exclusive of applicable taxes, that will be paid subsequent to acceptance of the specified deliverable.

ANNEX C – SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Control Number / Numéro de contrôle
Control PS 8801-80
Security Classification / Classification de sécurité

1. a) Will the supplier require access to PROTECTED under CLASSIFIED information or secrets?
Le fournisseur aura-t-il accès à des renseignements ou à des secrets CLASSIFIED sous PROTECTED ou CLASSIFIED?
If Yes, indicate the type of sensitivity:
Si Oui, indiquer le niveau de sensibilité:

2. a) Will the supplier require access to CONFIDENTIAL information or secrets?
Le fournisseur aura-t-il accès à des renseignements ou à des secrets CONFIDENTIAL de nature extrêmement délicate?

When "Secret" or "Confidential" / Timing category (s) du renseignement:
Document number / Numéro du document:

3. a) Reliability status / Statut de fiabilité

<input checked="" type="checkbox"/> RELIABILITY STATUS / STATUT DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGNY / TRÈS SECRET - SIGNY	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COMINT TOP SECRET / COMINT TRÈS SECRET
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLOYÉS			

Special comments / Commentaires spéciaux:

NOTE: If no response is provided, a Security Classification Code (SCC) will be provided.
REMARQUE: Si aucune réponse n'est fournie, un code de classification de la sécurité (CCS) sera fourni.

4. a) Is any information contained in this document to be used for publication or release?
Du personnel sera-t-il autorisé à divulguer des renseignements ou des secrets?
If Yes, will information personnel be notified?
Si Oui, sera-t-il avisé le personnel?
Consent / Refuse

5. a) Will the supplier be required to provide and store PROTECTED under CLASSIFIED information or secrets on its site or premises?
Le fournisseur aura-t-il besoin de recevoir et d'entreposer sur place des renseignements ou des secrets PROTECTED ou CLASSIFIED?

6. a) Will the supplier be required to safeguard CONFIDENTIAL information or secrets?
Le fournisseur aura-t-il besoin de protéger des renseignements ou des secrets CONFIDENTIAL?

7. a) Will the production (translation, reproduction, etc.) of PROTECTED under CLASSIFIED material or equipment occur at the supplier's site or premises?
Les opérations de production (traduction, reproduction, etc.) de matériel ou d'équipement PROTECTED ou CLASSIFIED auront-elles lieu à la production, distribution, etc. du fournisseur ou de son site?

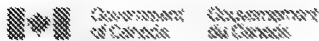
8. a) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED under CLASSIFIED information or secrets?
Le fournisseur aura-t-il besoin d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des secrets PROTECTED ou CLASSIFIED?

9. a) Will there be an exchange of information between the supplier's IT systems and the government department or agency?
Y aura-t-il un échange d'information entre le système informatique du fournisseur et celui du ministère ou de l'organisme gouvernemental?

TDE/OT 380-403750-12

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Document Number / Numéro du document
Document PS Act/Loi
Security Classification / Classification de sécurité

For users completing the form manually use the summary chart below to indicate the category and level(s) of safeguarding required of the supplier's supply or provision.
Les utilisateurs qui complètent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis des renseignements du fournisseur.

For users completing the form online (on the Internet), the summary chart is automatically populated by your responses to previous questions.
Pour les utilisateurs qui complètent le formulaire en ligne par Internet, les réponses aux questions précédentes sont automatiquement transférées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				GENERAL			
	A	B	C	Confidential / Confidential	Secret / Secret	TOP SECRET / SECRET	SECRET	CONFIDENTIAL	TOP SECRET / SECRET	CONFIDENTIAL	Secret / Secret	TOP SECRET / SECRET	TOP SECRET / SECRET
Information / Information													
Equipment / Équipement													
Personnel / Personnel													
Facilities / Installations													
Other / Autres													

2. a) Is the classification of the work consistent with the SPCL, PROTECTED or CLASSIFIED?
La classification du travail est-elle cohérente avec le SPCL, PROTÉGÉ ou CLASSIFIÉ? ☒ No ☐ Yes

If Yes, classify this form by entering the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée « Classification de sécurité » au haut et au bas du formulaire.

2. b) Was the classification attached to this SPCL, or PROTECTED or CLASSIFIED?
La classification attachée à ce SPCL, ou PROTÉGÉ ou CLASSIFIÉ? ☒ No ☐ Yes

If Yes, classify this form by entering the top and bottom in the area entitled "Security Classification" and indicate with appropriate tag, SECRET or PROTECTED.
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des renseignements (p. ex. SECRET ou des renseignements protégés).

700/027 506-1100/04/12

Security Classification / Classification de sécurité
UNCLASSIFIED





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Common ID / Identifiant commun
Security Classification / Classification de sécurité

13. Organization Project Authority / Groupe de projet de l'organisme			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Contract Professional Services System (CPSS)		Contract Services - Services of Supply	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
200-920-0900	200-920-0900	CPSS@pago-pago.gc.ca	20120313
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Charmel, Charmel		SIC	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
815-936-0010	815-936-1440	securite@mediation-creon.com	March 20, 2012
15. Are there additional instructions (e.g. Supply Guide, Security Classification, Rules attached)? Des instructions supplémentaires (ex. Guide de sécurité, Règles de classification de la sécurité) sont-elles jointes?			
		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
16. Representative Contact / Point d'aggrégation			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractuelle en matière de sécurité			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		27-March-2012	

Jacques Sauvage
Contract Security Officer, Contract Security Division
Jacques.Sauvage@pago-pago.gc.ca
Tel/Fax - 813-936-1752 / Fax/Fax - 813-936-4171

Y00/907 860-800/200-1100

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX D – RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice / Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
Protected B

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

The Government of Canada has announced that direct deposit will replace cheques as the method of payment. As a result, for Justice Canada, direct deposit will be mandatory as of April 1st, 2014. The Department is asking you to sign up for direct deposit by completing the "Recipient Electronic Payment Registration Request form".

There are two electronic payment modes available:

1. **Direct Deposit (DD)** - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. **Electronic Data Interchange (EDI)** - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, **DO NOT CLOSE** the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number **AS WELL AS AN E-MAIL ADDRESS** so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number **AND E-MAIL ADDRESS** so that DOJ can send e-mail notices and confirm receipt of payment.



Department of Justice /
Canada
Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
Protected B

Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 600 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque 000000
Pay to the order of Payez à l'ordre de		\$
"Void" «Nul»		Dollars
Signature		000000
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

For Goods and Services Suppliers

Chief, Accounting Services
Room 1386, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

For Grants and Contributions

Manager, Grants and Contributions Financial Services
Room 6250, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only."

Department of Justice / Ministère de la Justice
CanadaRECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUESTDEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUEProtégé B
Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

- IMPORTANT**
- ➔ Must be a Canadian recipient holding a bank account in Canadian \$.
 - ➔ For Electronic Data Interchange (EDI), compliance must be confirmed by your financial institution and you may be charged EDI service fees.
 - ➔ Note that Direct Deposit payments carry no stop information.

1 - TYPE OF REQUEST

- ☐ New request ➔ ☐ Direct Deposit (DD) ☐ Electronic Data Interchange (EDI)
- ☐ Change ➔ ☐ to banking information (provide a new blank cheque)
➔ ☐ from Direct Deposit (DD) to Electronic Data Interchange (EDI) ☐ from Electronic Data Interchange (EDI) to Direct Deposit (DD)

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City		Telephone	Fax
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature _____ Date _____ Signature _____

3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1. Branch Number (transit)	2. Financial Institution Number	4. Name(s) of Account Holder(s)
3. Account Number		

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

5. Financial Institution Name, Address and Telephone Number	7. Financial Institution Stamp
6. Signature of Financial Institution Representative	

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

JUS 776-4 (2014/03) p. 3

Date

Canada

000024



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Subsidium/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	Page - No Page No.	To - À V.A. 50 (b.1)	Contract Code Code d'approvisionnement	No. of Pages N° de pages	Price List Code Liste des prix	GST % TVA	GST Total Total TVA	Page
7.1	<p>REQUIREMENT</p> <p>a. Altie Human Resources (Ottawa) Inc. and Excel Human Resources Inc., in Joint Venture, agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.</p> <p>b. Client(s): Under the Contract, the "Client" is Department of Justice Canada (Justice).</p> <p>c. Reorganization of Client: The Contractor's obligation to perform the Work will not be affected by and no additional fees will be payable as a result of the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another Department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.</p> <p>d. Defined Terms: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.</p> <p>Location of Services: Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claims Agreements (CLCA).</p>								
7.2	<p>STANDARD CLAUSES AND CONDITIONS</p> <p>All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.</p>								
19294				15		9270		2	23



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Subcontract
Arrangement en matière d'approvisionnement relatif aux innovations à commercialiser et aux contrats

Item Article	Description	Class. de N.A.S.C.	Part. A N.A.S.C.	Designation Code Code désignation	No. of Page N° de page	Page No. / Page N° de page	GST % TVA %	GST Total TVA Total	Total
	<p>a. General Conditions: 2023 (2018-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract. The text under Subsection 4 of Section 41 - Integrity Provisions - Contract, of General Conditions 2023 referenced above is replaced by: During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.</p> <p>With respect to Section 38 - Termination for Convenience, of General Conditions 2023, unless already present, Subsection 4 is deleted and replaced with the following Subsections 4, 5 and 6: 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.</p> <p>5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.</p> <p>6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.</p> <p>b. Supplemental General Conditions: The following Supplemental General Conditions: 1. 4004 (2018-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information.</p> <p>7.3 SECURITY REQUIREMENT</p> <p>The Security Requirement Check List (SRCL and related clauses), as set out under Annex "A" to Part B to the Supply Arrangement, applies to the Contract.</p> <p>Common to SRCL #19 Security Clauses:</p>								

2023-07-03/2023-07-03

Government of Canada / Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
Inv Anno	Description	Proc - Or Y-M-D	To - R Y-M-D	Designated Code Code désigné	No. of Items N° de pos.	Price / No. Lot Prix / N° lot	EST % EST %	EST Unit Total EST	Total
	<p>SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWOSC FILE CONSEN-PS-SC1819</p> <p>1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWOSC).</p> <p>2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must each hold a valid personnel security screening at the level of SECRET as required, granted or approved by CISD/PWOSC.</p> <p>3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.</p> <p>4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWOSC.</p> <p>5. The Contractor must comply with the provisions of the: a. Security Requirements Check List and security guide (if applicable), attached at Annex C; b. Industrial Security Manual (Latest Edition).</p> <p>7.4 CONTRACT PERIOD</p> <p>a. Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:</p> <p>1. The "Initial Contract Period", which begins on December 15, 2013 and ends on March 31, 2014; and</p> <p>7.5 AUTHORITY</p> <p>a. Contracting Authority</p> <p>The Contracting Authority for the Contract is:</p> <p>Name: Garvin Szepeul Title: Contracts Management Officer Organization: Justice Canada Address: 280 Wellington Street, Box 1200, Ottawa, Ontario Telephone: 613-945-1922 E-mail address: garvin.szepeul@justice.gc.ca</p> <p>The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.</p>								

Procurement - Contracts
Doc No: 13254
Y-M-D: 13
Doc No: N° de doc: 9270

Page 4 of 23

s.19(1)

Government of Canada / Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement de matière d'approvisionnement relatif aux fournitures à soumissionner et aux contrats							
Item Article	Description	From - De FABRI	To - À FABRI	Supplier Code Code fournisseur	No. of Days N° de jours	Price Unit Taux unit.	EST% EST%	EST Total Total EST	Total
b.	<p>Technical Authority</p> <p>The Technical Authority for the Contract is:</p> <p>Name: David Casey Title: Project Manager, Digital Workspace Organization: Information Solutions Branch Address: 275 Sparks Street, Ottawa, Ontario K1A 0S6 Telephone: 613-949-1331 E-mail address: david.casey@justice.gc.ca</p> <p>The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.</p> <p>c. Contractor's Representative</p> <p>The Contractor's Representative for the Contract is:</p> <p>Name: [REDACTED] Title: Proposal Manager Organization: Allia Human Resources (Ottawa) Inc. Address: 182 Bank Street, 3rd Floor, Ottawa, Ontario K1P 5M4 Telephone: 613-230-1600 or 613-230-5250 E-mail address: [REDACTED]</p> <p>7.6 PAYMENT</p> <p>a. Basis of Payment</p> <p>i. Professional Services: For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B - Basis of Payment. Applicable taxes extra. Partial days will be pro-rated based on actual hours worked based on a 7.5-hour workday.</p> <p>ii. Pre-Authorized Travel and Living Expenses: Canada will not pay any travel or living expenses associated with performing the Work.</p> <p>iii. Competitive Award: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, omissions, misinterpretations or underestimates made by the Contractor when bidding for the Contract.</p>								
				<p>Registration No. / Description</p> <p>Doc. 00 - Doc. de souc. / N° de doc. 13</p> <p>Doc. 01 - N° de souc. 9070</p>		<p>Page 5</p>		<p>23</p>	



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contrat
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	Form - C F.A.S.P.-1	Form - B F.A.S.P.-1	Contract Code Code d'approvisionnement	No. of Lines N° de pages	Form 222, 1967 Formulaire 222	GST# N°STP	EST 1967 Form 1170	Total
	<p>iv. Professional Services Rates: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide services from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PMSO Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full forbearance of the contractor from bidding on future requirements.</p> <p>v. Purpose of Estimates: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services is described elsewhere in the Contract.</p> <p>b. Limitation of Expenditure</p> <p>Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.</p> <p>1. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:</p> <p>A. it is 75 percent committed, or</p> <p>B. 6 months before the contract expiry date, or</p> <p>C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.</p>								
Form 222-1 (1/1/1967)		Request No. - Contrats			Page 5 of 23		Ord. 02 - Rev. 1967 19294 Yr. No. 15 Ser. No. 9370		

Government of Canada / Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux sollicitations à soumissionner et aux contrats							
Item Article	Description	Unit Unité	Qty. Qté	Contract Code Code d'approvisionnement	No. of Days Nº de jours	From 10/1/82 Du 10/1/82	555% 555%	555% 555%	Total
	<p>11. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.</p> <p>c. Monthly Payment</p> <p>Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:</p> <p>i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;</p> <p>ii. all such documents have been verified by Canada;</p> <p>iii. the Work performed has been accepted by Canada.</p> <p>d. Time Verification</p> <p>Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.</p> <p>e. No Responsibility to Pay for Work not performed due to Closure of Government Offices</p> <p>1. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.</p> <p>2. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.</p> <p>f. Payment by Direct Deposit</p> <p>1. Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2015 General Conditions - Higher Complexity, Services (2015-07-08) forming part of this Contract.</p>								

2015-07-08 (11/1/82)

Request No. / Demande
 18294 15 9270

Page 2 of 23



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement de matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From-To V.S. 100.1	To-From V.S. 100.2	Contract Code Code contractuel	No. of Days N° de jours	Expected Term Durée estimée	GSF % GSF %	GSF Term Durée GSF	Total
	<p>ii. To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex B. The form can also be obtained from the Department of Justice Canada internet site at http://www.justice.gc.ca/eng/contract/ensui-insuri.html.</p> <p>iii. It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under (Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2015 General Conditions - Higher Complexity, Services (2015-07-08) forming part of this Contract will not apply, until the Contractor corrects the matter.</p> <p>7.7 INVOICING INSTRUCTIONS</p> <p>a. The Contractor must submit invoices in accordance with the information required in the General Conditions.</p> <p>b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.</p> <p>c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.</p> <p>d. The Contractor must provide the original and two copies of each invoice to the Technical Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.</p> <p>7.8 CERTIFICATIONS</p> <p>Compliance with the certifications provided by the Contractor in its bid or any TQ quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.</p> <p>7.9 APPLICABLE LAWS</p> <p>The Contract must be interpreted and governed, and the relations</p>								
Contract No. - Numéro				Page 8 of 23					
Contract No. - Numéro				Page 8 of 23					
Contract No. - Numéro				Page 8 of 23					

Government of Canada Gouvernement du Canada			Supply Arrangement Solicitation/Contract Arrangement de matériel d'approvisionnement relatif aux fournitures à soumissionner et aux contrats						
Item Article	Description	Form - De F.A. 20-1	To - À F.A. 20-2	Contract Code Code d'attribution	No. of Items N ^o de lignes	Contract Code Code d'attribution	EST/PA n/a	EST/PA n/a	Total
	<p>between the parties determined, by the laws in force in the province Ontario.</p> <p>7.10 PRIORITY OF DOCUMENTS</p> <p>If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:</p> <p>a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;</p> <p>b. Supplemental general conditions, in the following order:</p> <p>1. 1004 (2010-08-15), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;</p> <p>c. General Conditions 2015 (2015-07-03);</p> <p>d. Annex A, Statement of Work;</p> <p>e. Annex B, Basis of Payment;</p> <p>f. Annex C, Security Requirements Check List;</p> <p>g. Supply Arrangement Number 2015-055603/394/EI (the "Supply Arrangement");</p> <p>h. The Contractor's bid dated November 30, 2015</p> <p>7.11 FOREIGN NATIONALS (CANADIAN CONTRACTOR)</p> <p>SACC Manual clause 2008E (2008-08-16) Foreign Nationals (Canadian Contractor)</p> <p>7.12 INSURANCE REQUIREMENTS</p> <p>A. Compliance with Insurance Requirements</p> <p>1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.</p> <p>2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.</p> <p>3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and</p>								
				Request by - Demande 19294 15 9270		Page 9 of 23			

Government of Canada / Gouvernement du Canada
Supply Arrangement Solicitation/Contrat
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	Item - No N-6225-1	Tr. & V.A.M.D.	Contract Code Code du contrat	No. of Pages Nº de pages	Estimated Price Estimation du prix	GST % Taux de GST	GST Total Total de la GST	Total
	<p>submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.</p> <p>E. Commercial General Liability Insurance</p> <p>1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.</p> <p>2. The Commercial General Liability policy must include the following:</p> <p>a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.</p> <p>b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.</p> <p>c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.</p> <p>d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.</p> <p>e. Cross Liability/Severance of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each insured in the same manner and to the same extent as if a separate policy had been issued to each.</p> <p>f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.</p> <p>g. Employees and, if applicable, Volunteers must be included as Additional Insured.</p>								

3102 5200-11 (2003000)

Registration No. - Contrats
Inv. No. - Inv. dossier 18294
W. No. 15
Ser. No. - n° de devis 5270

Page 18 of 22

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
Item Article	Description	Form - De K.A.B.F.	To - À K.A.B.F.	Condition Code Code de condition	No. of Days Nbre de jours	Fee, Net Cost Frais, Coût net	Cost Coût	Est. Cost Coût est.	Total
	<p>B. Employers' Liability for confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)</p> <p>1. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.</p> <p>2. Notice of Cancellation: The insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.</p> <p>3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.</p> <p>4. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.</p> <p>5. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.</p> <p>C. Errors and Omissions Liability Insurance</p> <p>1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract. It is an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.</p> <p>2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.</p> <p>3. The following endorsement must be included: Notice of Cancellation: The insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.</p> <p>7.11. LIMITATION OF LIABILITY - INFORMATION MANAGEMENT / INFORMATION TECHNOLOGY</p> <p>a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies</p>								
28 19294				Requirement No. - Demande Cost Cat. / Cat. Coût: 19294 No. / Nbre: 15 Est. Net - Coût net: 8270			Page 11 of 23		



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Line Article	Description	From - De Y-4000-1	To - À Y-4000-2	Contract Code Code contrat	No of Days N° de jours	Price/Unit Cost Prix/Unité	QST% N.B.Q.	QST Total Total QST	Total
	<p>regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.</p> <p>b. First Party Liability:</p> <p>i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:</p> <p>A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";</p> <p>B. physical injury, including death.</p> <p>ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.</p> <p>iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.</p> <p>iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.</p> <p>v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:</p> <p>A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and</p> <p>B. any other direct damages, including all identifiable direct costs to Canada associated with re-producing the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of (i) 1% times the total estimated cost (meaning the dollar amount shown on the first page of the Contract) in the</p>								
19234				15		9270		12	23

9-200-16 555-291

Government of Canada		Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux fournitures à soumissionner et aux contrats					
Form 3000	Description	Form - 06 F.A.M.S.-1	To - A F.A.M.S.-1	Contract Code Code contrat	No. of Items N° des articles	Base Unit Cost Coût unitaire	EST %	EST Total Total EST	Total
	<p>Altis Excel and that it is comprised of the following members: Altis Human Resources (Ottawa) Inc. Excel Human Resources Inc.</p> <p>(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:</p> <p>i. Altis Human Resources (Ottawa) Inc. has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;</p> <p>ii. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and</p> <p>iii. all payments made by Canada to the representative member will act as a release by all the members.</p> <p>(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.</p> <p>(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.</p> <p>(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.</p> <p>(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.</p> <p>7.15. PROFESSIONAL SERVICES - GENERAL</p> <p>(a) The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.</p> <p>(b) If the Contractor fails to deliver any deliverable (including delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor</p>								
3000-1000-11 (20000000)				Requesting Department Dem. par le client 19284	No. of Items N° des articles 15	Base Unit Cost Coût unitaire 9370	EST % 14	EST Total Total EST 23	

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contrat Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
Item Article	Description	Item No. N° de l'item	Item No. N° de l'item	Contract Code Code du contrat	No. of Days N° de jours	Price/Unit Cost Prix/Coût unitaire	Unit Unité	Est. Total Total Estimé	Total
	<p>will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.</p> <p>(c) In General Conditions 8015, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:</p> <p>Replacement of Specific Individuals</p> <p>1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:</p> <p>(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and</p> <p>(B) security information on the proposed replacement as specified by Canada, if applicable.</p> <p>The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.</p> <p>2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:</p> <p>(A) exercise Canada's rights or remedies under the Contract or, at law, including terminating the Contract for default under Section titled "Default of the Contractor"; or</p> <p>(B) assess the information provided under (c) 1 above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (A) above, or require another replacement in accordance with this subarticle (a).</p> <p>3. Where an Excusable Delay applies, Canada may require (c) 2 (B) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet</p>								
2025-05-01 (estimated)				Requester No. - Demandeur			Page	15	23
				Doc. No. - N° du document	18234	Vol. - Vol.	Doc. No. - N° du volume	9270	



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Doc. Number	Description	From - De Y-4982-2	To - À Y-4982-2	Description Code (Code des soumissionnaires)	No. of Days N° de jours	From - De Y-4982-2	To - À Y-4982-2	From - De Y-4982-2	To - À Y-4982-2	From - De Y-4982-2
	the requirements of the Contract.									
	4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.									
	7.16 SAFEGUARDING ELECTRONIC MEDIA									
	a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.									
	b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.									
	7.17 REPRESENTATIONS AND WARRANTIES									
	The Contractor made statements regarding its own and its proposed resources, experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.									
	7.18 ACCESS TO CANADA'S PROPERTY AND FACILITIES									
	Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.									
	7.19 GOVERNMENT PROPERTY									



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contrat
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	Form - De T-6623-3	Vol. N° T-6623-3	Contract Code Code contrat	No. of Sheet N° de page	Form/Doc. Unit Form/Doc. unit	ISSN N°	Doc. Type Type Doc.	Type
	<p>Canada agrees to supply the Contractor with the items listed below (the "Government Property"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.</p> <p>(i) Accounts on computer network (ii) Workstation (iii) Access to printer, fax machine and photocopier (iv) ID card allowing access to building and fiber (v) Reference material, as needed</p> <p>1.20 IDENTIFICATION PROTOCOL RESPONSIBILITIES</p> <p>The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:</p> <p>a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;</p> <p>b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and</p> <p>c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.</p> <p>d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada, the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.</p> <p>e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.</p> <p>ANNEX A: STATEMENT OF WORK</p>								
325-1238-11 (00000000)		Description No. - Désignation		Doc. ID - Num. document		Vol. - Vol.		Doc. No. - N° de doc.	
		19294		15		9273		Page 17 of 23	

Government of Canada / Gouvernement du Canada		Supply Arrangement Solicitation/Contract / Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
Doc. No.	Description	Proc. No. / S.C. No.	Proc. / S.C. No.	Contract Code / Code du contrat	No. of Days / No. de jours	Estimated Cost / Coût estimé	EST % / % EST	EST Total / Total EST	Total
1. TITLE	TRIPS requirement for one (1) IT Security TRA and C&A Analyst - Level 2								
2. PROJECT OBJECTIVE	The Information Solutions Branch (ISB) of the Department of Justice Canada (Justice) is seeking to engage the services of one (1) Level 2 IT Security Threat and Risk Assessment (TRA) and Certification and Accreditation (C&A) Specialist under TRIPS Stream 5, category C.3 Cyber Protection Services to coordinate and execute a Technical Vulnerability Assessment (TVA) and to assist with other related Security Assessment & Authorization (S&A) activities.								
3. BACKGROUND STATEMENT	The Department of Justice has created a vision for information management built on the simple concept that information within the Department should be seamlessly created, shared, found and used in a sustainable digital environment, and that when appropriately managed, this same information should drive service delivery, organizational efficiency and business transformation. To realize this vision, the Department of Justice has acquired and, with the assistance of Shared Services Canada (SSC), is in the process of implementing and integrating the technology infrastructure for a: - Digital Workspace (DW) - A collection of SharePoint 2013 personal (MySites) and collaboration sites for use by employees nationwide; and a - Digital Information Repository (DIR) - a single, trusted repository of information resources of business value integrated with the Department's Digital Workspace. The DIR is built on OpenText/Content Server, the GC-standard platform for the management of digital and paper records and documents.								
4. REQUIREMENT DESCRIPTION	4.1 Scope of Work Justice is seeking the services of a knowledgeable and experienced IT Security TRA and C&A Specialist to work in collaboration with Justice IT Security, SSC IT Security and the Digital Workspace project team to: - conduct a TVA of SharePoint 2013, OpenText Content Server applications and their underlying Microsoft SQL Server database								
Total EST - \$1,000,000		19094		15		9270		18	23



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contrat
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	Item No. N° Article	Yr - A Année	Contract Code Code du contrat	No of Items N° de posts	From/To, Unit Debut/Fin, unité	EST'd est. \$/PQ	EST'd Total est. Total \$/PQ	Total
	<p>management systems;</p> <ul style="list-style-type: none"> - analyse the results; - identify appropriate risk mitigation measures; and - assist with the implementation of high-impact IT security controls. <p>Furthermore, the Contractor's resource will provide expert IT Security advice and assistance to the team, and will follow ITSG-33 guidance with the objective of assisting the project team in the BAA process and obtaining full authority to operate.</p> <p>4.2 Tasks and Deliverables</p> <p>The Contractor's resource will be required to perform the following tasks and provide the deliverables indicated below.</p> <p>TASK A Develop a Technical Vulnerability Assessment (TVA) Test Plan Deliverables: TVA Test Plan Format: Microsoft Word 2013 Acceptance Criteria: Test Plan agreed upon by Technical Authority and SSC IT Security. Estimated Timeframe: 10 business days following contract award.</p> <p>TASK B Coordinate and conduct a Technical Vulnerability Assessment (TVA) of the SW-SIR application and database. Deliverables: TVA and TVA Results Format: Per format established by IT Security (depends upon tool used). Acceptance Criteria: TVA conducted per approved test plan. TVA results accepted by Technical Authority. Estimated Timeframe: Not later than 20 business days following contract award.</p> <p>TASK C Analyze and report on the risks arising from the Technical Vulnerability Assessment (TVA) and identify appropriate risk mitigation measures. Deliverables: TVA and Risk Mitigation Measures Report Format: Microsoft Word 2013 Acceptance Criteria: Risks and mitigation measures can be clearly understood. Report and proposed risk mitigation measures correspond to Justice IT Security requirements. Estimated Timeframe: Not later than 15 business days following completion of the TVA.</p> <p>TASK D Update the Safeguard Implementation Plan (SIP) to include the risk mitigation measures identified following the TVA. Deliverables: Updated Safeguard Implementation Plan (SIP)</p>								

2025-02-17 10:00:00

Contract Code: 15234
Yr - A: 15
No of Items: 2278

Page 19 of 23



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Numéro	Description	From - De F.A.M.D.J.	To - À F.A.M.D.J.	Contract Code Code contrat	No. of Days Nº de jours	Price / Prix Unit Taux / Taux unit	EST % STPS	EST Total Total STPS	Sex				
	<p>Format: Microsoft Word 2013</p> <p>Acceptance Criteria: Updated SIP accepted by Technical Authority.</p> <p>Estimated Timeframe: Not later than 5 business days following acceptance of the TSA and Risk Mitigation Measures Report.</p> <p>TASK E</p> <p>Provide advice and guidance relating to the identification, prioritization, and implementation of high-impact IT security controls for the SW-DIR.</p> <p>Deliverables: High-impact IT security controls identified and prioritized. Assistance with the implementation of high-impact IT security controls.</p> <p>Format: Microsoft Word 2013, email, and oral communication.</p> <p>Acceptance Criteria: Advice and guidance reflects direction provided in STPC-13 and is consistent with direction provided by IT Security. IT security controls are implemented and approved by Technical Authority.</p> <p>Estimated Timeframe: From contract award to contract completion.</p> <p>NOTE:</p> <p>1. The Technical Authority reserves the right to request iterative revisions of written deliverables wherein drafts of the work are submitted for review and approval until formal acceptance of the deliverable is granted in writing i.e. via email.</p> <p>2. All documentation submitted by the Contractor's resource shall be complete, clear, accurate and up-to-date.</p> <p>3. The scheduling of deliverables may be negotiated following contract award, with deliverables provided as per the table above during the contract period.</p> <p>4. No information such as work-in-progress, deliverables or correspondence related to this contract may be processed on non-Justice assets or removed from the Justice network without the express written approval of the Technical Authority.</p> <p>4.3 Deliverables Acceptance Criteria</p> <p>All deliverables and services rendered by the Contractor's resource are subject to inspection by the Technical Authority. Should any deliverables not be to the satisfaction of the Technical Authority, as submitted, the Technical Authority shall have the right to reject it or require correction before payment will be authorized.</p> <p>4.4 Support Provided by Canada</p> <p>The Contractor's resource will be provided with:</p> <ul style="list-style-type: none">- Access to resources and information required to provide support as defined within this SOW;- On-site office space with furniture, a PC or Laptop with the Standard Justice software image, a network print device and security tokens;												
END OF SOW				Request for - Demande		To - À		Sex		Page	20	of de	23
				19294		15		9370					

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contrat Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats								
Item Article	Description	Proc. No. P.N.S.D.	Tr. & T.A.M.D.	Comptable Code Code comptable	No. of Page N° de page	Fees and Costs Frais et coûts	EST % EST %	EST Total Total EST	Total	
-	Access to Justice and SEC IT Security staff.									
4.3	Travel									
	There is no travel associated with this requirement.									
4.4	Language Requirement									
	All project deliverables must be provided in English. The Contractor's resource must provide services in the English language at or above the proficiency standards stated below:									
	Oral Proficiency: Level 3 Able to speak the language with sufficient structural accuracy, vocabulary and cohesiveness in discourse to participate effectively in most formal and informal conversations on practical, social, and professional topics. Understanding is essentially complete. Can discuss with fluency and ease abstract issues and special fields of competence and interest. Can support opinion and hypothesize. Can provide a structured argument that is clear and well organized. While the influence of the speaker's first language can be felt (in pronunciation, grammar and vocabulary), there are no patterned errors and errors never distract the listener or interfere with communication.									
	Reading Proficiency: Level 3 Able to read within a normal range of speed and with almost complete comprehension a variety of authentic texts on unfamiliar subjects. Reading ability does not depend on subject matter knowledge, except if the material is highly dependent on cultural knowledge or outside one's general experience and not accompanied by explanation. Text types include news stories, wire service reports, international news items, correspondence, technical material, etc. in one's professional field. Material may include hypothesis, argumentation, and supported opinions. Misreadings are rare. Able to read between the lines and derive the author's implicit intent, but may not detect or understand subtleties and nuances. May experience some difficulties with unusually complex structures and low-frequency indices.									
	Writing Proficiency: Level 3+ Able to write in a variety of prose styles pertinent to general, social and professional needs. Good control of basic and complex structures, all verb tenses and tense sequence, morphology, syntax and punctuation. Usually uses cohesive devices well, but variety is limited. May not be able to express nuances or subtleties very well, nor tailor language to audience.									
	The description associated with the language requirement can be found at the following website: http://www.international.gc.ca/ifait-isaci/test_levels-									
Page 21 of 23				Proc. No. / Contr. No. 19294 / 15		Fees and Costs Frais et coûts 3270		Page 21 of 23		

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats								
Item Article	Description	Item - C F.A.M.S.-J	Item - A F.A.M.S.-J	Contract Code Code soumissionnaire	No. of Days N° de jours	Base Price Limit Prix limite base	Q21% Q21%	Q21 Total Total Q21	Total	
	<p>deux, aspxiang-ang</p> <p>4.7 Location of Service Delivery</p> <p>The work will be conducted on-site, from the offices of the Information Solutions Branch, Justice Canada located in St. Andrew's Towers, 275 Sparks, Ottawa, ON.</p> <p>4.8 Hours of Operation</p> <p>A standard work day shall consist of 7.5 hours of work to be performed between the hours of 08:30 to 20:00 Eastern Time as scheduled by the Technical Authority. The Technical Vulnerability Assessment may be scheduled outside of the standard work day.</p> <p>4.9 Constraints</p> <p>Shared Services Canada is the infrastructure service provider for the SW-DIM and is responsible for the management of the servers up to and including the operating system.</p> <p>Unless otherwise advised, the Contractor will be required to use either Nessus or Metasploit for the Technical Vulnerability Assessment. Nessus or Metasploit will be provided by Justice Canada.</p> <p>Based on the Departmental infrastructure and sensitivity of information to be stored in the repository, the safeguard level is to the sensitivity of Protected "B".</p> <p>ANNEX B: BASIS OF PAYMENT</p> <p>1. PROFESSIONAL SERVICES</p> <p>The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex A -Statement of work, during the Contract period. Applicable taxes are extra.</p> <p>Definition of a Day/Proportion: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula: (Hours worked * applicable firm per diem rate) ÷ 7.5 hours</p> <p>The Contractor will be paid up to a maximum of \$60,762.00*</p> <p>*In Canadian dollars. Applicable Taxes excluded, FSC destination,</p>									
				Request No. - Demande 19294		No. - N° 23	Ord. No. - N° de demande 9278		Page 22	23

s.19(1)
s.20(1)(c)

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contrat Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
Item Article	Description	From - De P.A.M.D.-J	To - À P.A.M.D.-J	Contract Code Code contractuel	No. of Days N° de jours	Rate/Unit Price Taux/Unité	EST% EST%	EST Total Total EST	Page
	Canadian customs duties and excise taxes included. Consultant Name: [REDACTED] Category of Personnel: IT Security TRA and C&A Analyst - Level 2 Firm All-Inclusive Per Diem Rate: Estimated level of Effort: up to [REDACTED] days until March 31, 2016 2. OVERTIME WORK The Contractor's resource must be available to work outside standard working hours during the duration of the Contract. No overtime charges will be authorized under this Contract. All time worked will be compensated according to the paragraph above.								
00010	SW TRA/C&A IT Security Analyst [REDACTED]	2016.12.16	2016.03.31	19294	[REDACTED]		13%	3,948.53	34,338.53
00020	SW TRA/C&A IT Security Analyst [REDACTED]	2016.12.16	2016.03.31	19294	[REDACTED]		13%	3,948.53	34,338.53
	Financial Codes Code financier 0130-18090-15-801291-3720 -4870 Amount Montant 60,762.00 The currency of this P.O. is - La devise de ce bon est : CAD								
102 9999-17 000000				Procurement No. - Commande 19294			15	9270	Page 23 of 23